

Job Title: TECHNICAL MANAGER IV - AIRPORT CONTRACTS SECTION MANAGER - IPR#45965

Agency : Department of Transportation

Closing Date/Time: 05/04/2023

Salary: \$5,120 - \$9,155 monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

***This position is covered by the Revolving Door Prohibition Policy.**

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire an Airport Contracts Section Manager.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for planning, directing, coordinating, and controlling the activities and personnel necessary for all phases of airport contract administration for the state and federal Airport improvement Program. The incumbent is responsible for proper disbursement of funds throughout the duration of the project, maintenance of the financial records, collection of documents, and the financial closure of federal grants and associated projects. This position is accountable for the preparation and request of electronic fund transfers to the Illinois Office of the Treasurer on a "just-in-time" basis for the federal letter of credit.

Number of active airport projects administered:	250 - 200 annually
Value of airport projects administered:	\$650 - \$750 million
Value of airport land loan program:	\$10 million
Statewide engineering consultant firms coordinated with:	15 - 25
Statewide construction contractors coordinated with:	70 - 80
Statewide public airport sponsors coordinated with:	77

This position reports to the Bureau Chief of Administrative Services. Reporting to this position are the Grant Administrator, Data Analyst, and Accountant.

The Division of Aeronautics (DOA) functions as the agent for local airport owning municipalities, airport authorities, and other special purpose governments in developing and directing all Illinois public airport land acquisition and capital improvement projects in which state, local, and federal funds are utilized. The Airport Contract Section is responsible for requesting and receiving federal, state, and local funds; managing the processes utilized in the disbursement of these funds; and maintaining all financial records on an individual project basis from initiation of the project to the financial closure of the project. This includes receipt of sponsor funds, award of projects, receipt and payment of invoices, and obligation of funds. The incumbent plans and assigns work in the Airport Contract Section and monitors the overall progress. S/He formulates office policies and investigates and answers policy questions which arise in connection with contractor payments, sponsor funding, change authorizations, and other matters.

(Job Responsibilities continued)

A typical problem includes being able to maintain adequate levels of federal, state, and sponsor funds since the DOA operates on a cash basis for the timing of all payments and reimbursements. Challenges of this position include requesting the electronic transfer of funds to the Illinois Office of the Treasurer on a just-in-time basis via a federal letter of credit, maintaining an accurate and detailed system of records for each project, and performing project and grant closeouts. The greatest challenge to this position is having the ability to effectively anticipate and manage cash flow requirements while at the same time being able to ensure the smooth and efficient processing of payments to contractors and airport sponsors.

The incumbent is personally responsible for monitoring and implementing the policies of the state, department, and Federal Aviation Administration (FAA) concerning all statewide project requirements and overseeing the administration of all financial aspects and project control records through the Airport Project Management System (APMS). S/He ensures that sufficient federal, state, and local funds are available and they are expended in accordance with the terms of the construction contracts, engineering agreements, federal grants, and agency agreements. This includes receipt of sponsor funds, award of projects, receipt and payment of invoices, request of federal grant amendments, and obligation of funds. This position is responsible for reviewing contracts, compiling and distributing approved and executed contract documents to designated agencies, and monitoring processes including the preparation of required documentation to meet the FAA's project and grant closeout schedule. The incumbent works with the Bureau of Business Services Grants Unit to develop Intergovernmental Agreements (IGAs) and amendments. The incumbent keeps abreast of all changes in state and federal contract regulations, contractor certification requirements, Fair Employment Practice Committee (FEPC) and Equal Employment Opportunity Commission (EEOC) requirements, and all other rules and regulations pertinent to federally assisted state funded airport projects. The incumbent is responsible for contract administration to ensure smooth and continued progress in the completion of airport development projects. S/He is responsible for preparing and obtaining information for federal, state, and department audits and submits quarterly and annual fiscal reports.

(Job Responsibilities continued)

The incumbent accomplishes accountabilities through the following staff:

Grant Administrator, who is accountable for assisting in the awarding process through the fiscal operations required to ensure adequate funding levels and smooth and efficient processing of payments to airport sponsors, contractors, and consultants for DOA's programs.

Data Analyst, who is responsible for assisting in the maintenance of complete and accurate data and report production necessary to maintain the APMS.

Accountant, who audits all airport construction project documents on a statewide basis. This includes auditing the progress and final payments to airport contractors and confirming that compliance is met based on contract provisions and specifications.

The incumbent has wide latitude to act independently in accomplishing his/her duties and works closely with the Bureau Chief of Administrative Services on sensitive and complex fiscal, administrative, budgetary, and personnel issues.

The incumbent's most significant contacts within the DOA are with the various section chiefs and Bureau Chief of Airport Engineering as well as staff in the Bureau of Business Services Grants Unit. External contacts include personnel at the FAA, engineering consultant firms, contractors, and local airport sponsors to ensure the continued and smooth progress of various projects. It is essential that the incumbent establish and maintain good working relationships with these groups to identify and resolve existing or potential project control and/or fiscal management issues. This position requires occasional statewide travel which may include overnight stays.

The effectiveness of this position can be measured by the incumbent's ability to provide timely and accurate payment and reimbursement to airport sponsors and contractors. In addition, the effectiveness of this position can be measured by the prompt completion of all audit requests and closure of projects and federal grants once all criteria have been met.

Principal Accountabilities

1. Monitors and implements the policies of the state, department, and FAA concerning all statewide project requirements.
2. Oversees the administration of all financial aspects and project control records through the APMS.
3. Ensures that sufficient federal, state, and local funds are available and are expended in accordance with the terms of construction contracts, engineering agreements, federal grants, and agency agreements.
4. Reviews contracts, compiles and distributes approved and executed contract documents to designated agencies, and monitors processes including preparation of required documentation to meet the FAA's project and grant closeout schedule.
5. Establishes financial closure of all projects to ensure that all participants have received full payment and project agencies have participated proportionally in the project as specified in the project agreement.
6. Develops IGAs and amendments in conjunction with staff in the Bureau of Business Services Grants Unit.
7. Prepares and obtains information for federal, state, and departmental audits and submits quarterly and annual fiscal reports.
8. Keeps abreast of all changes in state and federal contract regulations, contractor certification requirements, FEPC and EEOC requirements, and all other rules and regulations pertinent to federally assisted state funded airport projects.
9. Trains, motivates, and evaluates subordinate personnel.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience:
 - o Completion of a bachelor's degree majoring in public or business administration plus two years of experience with grant administration, OR
 - o Eight years of experience with grant administration
- Occasional statewide travel which may include overnight stays
- Valid driver's license

Position Desirables

- Experience leading individuals and/or a team
- Experience managing multiple projects simultaneously
- Detail-oriented with strong organizational skills
- Ability to adhere to schedules and deadlines
- Ability to maintain harmonious relationships with employees, management, and the general public
- Effective oral and written communication skills

Work Hours: 8:00 A.M. - 4:30 P.M. Monday-Friday

Work Location: 1 Langhorne Bond Dr Springfield, IL 62707-8415

Office: Office of Intermodal Project Implementation/Bureau of Administrative Services

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Fiscal, Finance & Procurement; Leadership & Management

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com